

<b>CSG Client Services Guide</b>	<b>Date Issued</b>  <b>10/1/07</b>	<b>Subject</b> <b>Counseling and Guidance</b>	<b>Counseling and Guidance</b>
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# CHAPTER 9 – COUNSELING AND GUIDANCE

## 900 COUNSELING AND GUIDANCE

### 900.1 Federal Regulations

[34 CFR 361.48](#) – Scope of vocational rehabilitation services

### 900.2 Best Case Practice

#### 900.2.1 Purpose

- Counseling and guidance is:
  - a support service to help clients make informed choices throughout the rehabilitation process
  - one of the most substantial services the counselor provides
  - not based on financial need
  - listed on all IPEs, and provided in association with all other services planned/authorized
  - sometimes listed as the primary service on the IPE

#### 900.2.2 Initial Considerations

- When Counseling and Guidance (C&G) is the primary service, the IPE should reflect the following:
  - Long and/or short term vocational goals
  - Specific services to be provided
  - Where and how often the client and counselor will meet
  - Time frame to achieve the designated goals
- When a Counseling and Guidance IPE has been developed:
  - maintain at least monthly contact directly with the client
  - document the specific counseling and guidance services
- A Counseling and Guidance (C&G) Self-Employment IPE may be developed for clients that have an established self-employment goal with an approved business plan.

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### 900.2.2 Initial Considerations (continued)

- A Counseling and Guidance (C&G) Cooperative Work Experience Program (COOP) IPE may be developed for clients who have been referred by a local high school for COOP services, and have not yet obtained employment.
- Although counseling and guidance is not based on financial need, any related secondary services are based on financial need and all required financial documentation must be obtained.

### 900.3 Procedure

- Document informed choice in the VR case folder.
- Select the “appropriate” Counseling and Guidance IPE form (standard, self-employment, or COOP) in MoRIS, and review roles/responsibilities with client.
- If authorizing a secondary service that is based on financial need, collect required financial information/file in the financial section of the case folder.
- Complete the “Counselor Comprehensive Assessment” form in MoRIS.
- Follow the current Ticket-To-Work Procedure, when appropriate.
- Move the case to Status 12 and 14.
- Record progress in accordance with timelines and specific C&G services specified in the IPE.
- The IPE must be reviewed and developed with the client at least annually.
- Case may be moved to another status when the primary service is no longer counseling and guidance.
- Move to Status 22 when the client has obtained employment.

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### **900.3 Procedure (continued)**

- There must be documentation reflecting substantial services leading to a positive employment outcome before the case is closed successfully.
- When the client has been successfully employed for 90 days and has been contacted to verify job satisfaction, the case may be closed Status 26.

### **900.4 Authorization and Billing**

- When counseling and guidance is the primary service, but funds will be encumbered for a secondary service or services associated with self-employment, refer to the appropriate CSG section for guidance in authorizing a specific secondary service(s).